USAREUR OPORD 0003-05 (ARMY-WIDE PERSONNEL ASSET INVENTORY (PAI)

References.

A. AR 600-8-6, Personnel Accounting and Strength Reporting, 14 Sep 98

B. AR 600-8-104, Military Personnel Information Management/Records, 22 Jun 04

C. AR 600-8-105, Military Orders, 28 Oct 94

D. AR 220-20, Army Status of Resources and Training System (ASORTS) – Basic Identity Data Elements (BIDE), 19 Mar 04

E. AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings, 22 Dec 03

F. Department of the Army Memorandum, Subject: Army-Wide Personnel Asset Inventory, (TBP March 2005)

G. ALARACT Message 044/2005, Subject: FY 05 Annual Army-Wide Personnel Asset Inventory (PAI)

H. The Electronic Military Personnel Office (eMILPO), found on the Army Human Resources System: https://emilpo.ahrs.army.mil/

I. The Electronic Military Personnel Office (eMILPO), Datastore, found on the Army Human Resources System: https://emilpo.ahrs.army.mil/

J. Unit Commander's Finance Report (UCFR)

K. eMILPO Functional Guidance, https://www.perscomonline.army.mil/fsd/index.htm, Human Resources Command, Field Systems Division Web site, left hand side bar, under eMILPO (requires AKO signature)

L. Failure to Gain Report

1. SITUATION.

a. Enemy Forces: NA.

b. Friendly Forces: The Chief of Staff, U.S. Army, directed an Army-wide Personnel Asset Inventory (PAI) to validate personnel. All active component (AC) USAREUR units, United States Army Element NATO, and federalized or mobilized Reserve Component (RC) Army units serving within the USAREUR Theater or individual reservists of the aforementioned RC units in support of OIF or OEF will conduct a PAI during the period of 15-30 April 2005. Command emphasis is essential to the success of this PAI. Senior commanders will establish an environment that supports this PAI initiative, ensures PAI procedures are followed, and ensures eMILPO is updated.

2. MISSION. Account for 100 percent of all AC and RC forces (including RC Soldiers federalized or mobilized in support of an operation). Conduct, reconcile and synchronize a "boots-on-the-ground inventory" with active component databases, specifically eMILPO. Validate and/or correct selected personnel data to ensure that the eMILPO is correct and contains a record of every mobilized RC Soldier. Identify and correct pay discrepancies, and suspend pay for Soldiers whose duty status cannot be confirmed. General guidance is in annex D. Units in garrison and rear detachments will use garrison procedures in annex E. Deployed units will use the procedures in annex F.

3. EXECUTION. See annex G.

4. SERVICE SUPPORT. NA.

5. COMMAND AND SIGNAL.

    a. Command. Omitted.

    b. Signal. Points of contact:

        (1) PAI primary action officer Theater PAS Team Chief is Mr. Ronald H. Lester, DSN 379-6246, civilian 06202-80-6246, e-mail: ron.lester@hq.1perscom.army.mil.

        (2) PAI alternate is SFC Sarah Schroeder, DSN 379-9601, civilian 06202-80-9601, email: sarah.schroeder@hq.1perscom.army.mil.

        (3) PAI alternate is SSG Robert Thomas, DSN 379-9609, civilian 06202-80-9609, e-mail: robert.thomas@hq.1perscom.army.mil.

        (4) DA Theater PAS Team, theaterPAIHelp@arifjan.arcent.army.mil

Acknowledge.

FRUTIGER
BG, DCS, G1

OFFICIAL: LTC SEAL, U'R G1 OPERATIONS

Annexes: A – Task Organizations
          B – PAI Terminology
          C – PAI Acronyms and Reports
          D – General Guidance
          E – Garrison and Rear Detachment PAI Procedures
          F – Deployed Unit PAI Procedures
          G – Execution Guidance
          H – PAI Metrics

ANNEX A (TASK ORGANIZATIONS) TO HQ USAREUR/7A OPORD 0003-05

This OPORD applies to all units and their assigned or attached Soldiers serviced by PERSINS Processing Activity (PPA) 1D regardless of duty location, including:

1. USAREUR MSCs.

    a. V Corps.

    b. 21st Theater Support Command.

    c. United States Army Southern European Task Force.

    d. Seventh Army Training Command.

    e. 7th Army Reserve Command.

    f. 266th Finance Command.

    g. 1st Personnel Command.

    h. 18th Engineer Brigade.

    i. 214th Aviation Regiment

2. Kosovo Force.

3. Task Force Dayton.

4. All USAREUR specialized Commands whose Major Army Commands (MACOMs) are other than USAREUR regardless of duty location, including:

    a. 5th Signal Command.

    b. United States Army Contracting Command, Europe.

    c. 66th Military Intelligence Group.

    c 202d Military Police Group.

    d. United States Army Europe Regional Medical Command.

    e. United States Army Europe Regional Dental Command.

    f. United States Army Material Command, Europe.

5. Other commands whose MACOMs are other than USAREUR to include:

    a. United States Army Center for Health Promotion and Preventive Medicine-Europe.

    b. United States Army Medical Material Center, Europe.

    c. Army and Air Force Exchange Service, Europe.

    d. United States Army Installation Management Agency, Europe.

ANNEX B (PAI TERMINOLOGY) TO HQ USAREUR/7A OPORD 0003-05

Accountable strength
The number of Soldiers assigned or attached to a unit regardless of their duty status.

ACTIVE COMPONENT (AC)
Equates to Regular Army Officer, Active Army Officers with reserve commissions, Regular Army Warrant Officer, and Active Army Warrant Officer with USAR Warrant Commissions, Regular Army enlisted Soldiers, recalled retirees, and Reserve Component (RC) Soldiers serving on Extended Active Duty (EAD) Tours.

DA Theater PAS Team
The DA Theater PAS team serves as the central point for all deployed theater PAI issues and is the liaison between deployed theater units, HRC, and supporting PASs as necessary. They will provide the AAA-162 report electronically as requested. They will collect all AAA-162s electronically and forward both them and issues requiring resolution to the supporting PAS. The DA Theater PAS Team will also coordinate with the Theater PAS Team as needed.

Personnel Automation Section (PAS)
For the purpose of this PAI the servicing Personnel Services Battalion (PSB) or Personnel Detachment (PD) will be responsible for the verification of all UICs within their footprint regardless of their physical location and report PAI completions to the Theater PAS Team.

Personnel Services Battalion (PSB) or Personnel Detachment (PD)
The 38th PSB, 55th PSB, 90th PSB, 510th PSB, and for the purpose of this PAI will include personnel elements of Supreme Headquarters Allied Powers Europe (SHAPE), Joint Forces Command-Brunssum, Joint Forces Command-Naples, and United States Army Southern European Task Force.

Rear Detachment Commander
Any Unit Commander (defined below) who has the responsibility of commanding the rear unit while the main force is deployed.

RESERVE COMPONENT (RC)
Equates to any USAR or ARNG Soldier (Commissioned, Warrant, Enlisted) federalized or Mobilized in support of an operation on ordered to Temporary Duty and serving with an Active Army or Federalized/Mobilized unit.

Strength imbalance
When Soldiers on the AAA-162 (Unit Personnel Accountability Report) do not exactly match the Soldiers in the unit ("boots on the ground"). Unresolved Failure to Gain Report notices and Strength Deviation Report conditions for a unit identification (UIC) will cause strength imbalances. Any difference in name, grade, social security number (SSN), or eMILPO record status counts as an imbalance.

Theater PAS Team (TPAS)
Personnel Information Branch, (eMILPO), 1st PERSCOM. The Theater PAS team is the central point for theater level PAI assistance and serves as the liaison between supporting PASs, theater units, and HRC.

Unit
Any Team, Detachment, Company, Battalion, U.S. Army Element or Activity, or similar organization assigned a unique UIC belonging or attached to USAREUR.

Unit Commander

Any Company, Battalion Commander, or senior Army person of a U.S. Army Element, or Army Chief of an Agency or activity having a unique UIC that has assigned or attached Army personnel. A Commander may have responsibility for more than one UIC. For the purpose of this PAI, it might also apply to the senior most person in a UIC that does not actually have a commander.

ANNEX C (PAI ACRONYMS AND REPORTS) TO HQ USAREUR/7A OPORD 0003-05

1. ACRONYMS.

AC	active component
AR	Army Regulation
ARIMS	Army Records Information Management System
ASORTS	Army Status of Resources and Training System
AWOL	absent without leave
DATPAS	Department of the Army Theater Personnel Automation Section
DMOS	duty military occupational specialty
MACOM	Major Army Command
MSC	Major Subordinate Command
NATO	North Atlantic Treaty Organization
PAI	Personnel Asset Inventory
PAS	Personnel Automation Section
PD	Personnel Detachment
PERSINS	Personnel Information System
POC	point of contact
PPA	PERSINS Processing Activity
PSB	Personnel Services Battalion
RC	Reserve Component (USAR or USANG)
SHAPE	Supreme Headquarters Allied Powers Europe
SSN	social security number
TAPDB	Total Army Personnel Database
TPAS	Theater Personnel Automation Section
UCFR	Unit Commanders' Finance Report
UIC	unit identification
UICIO	unit identification information officer
USAREUR	United States Army, Europe

2. REPORTS.

AAA-162, Unit Personnel Accountability Report

AAA-165, Unit Personnel Accountability Notices Report

AAA-342, Alpha Roster

AAA-351, Unresolved Error Report

Unit Commander Finance Report

ANNEX D (GENERAL GUIDANCE) TO HQ USAREUR/7A OPORD 0003-05

1. The procedures in this OPORD will be used instead of those in AR 600-8-6, chapter 5, only for this Army-wide PAI. Normal PAI procedures will be used for any PAI conducted outside of the established Army-wide period (15-30 April 2005).

2. No exemptions from the PAI are authorized. Commanders will hold muster formations to conduct the PAI and validate selected personnel data. Theater commanders in deployed areas of operation may exempt units from muster formations if operational conditions warrant, or they may authorize separated formations for unit elements (for example, section, platoon, company). All other PAI requirement in this OPORD must be completed as stated.

3. Commanders will not use DA Form 3986-R (Personnel Asset Inventory) to report PAI completion and findings. The AAA-162 will be used for this purpose. The eMILPO AAA-162 report will be the baseline document for all units regardless of location.

4. During muster formations, all commanders will reconcile personnel data elements and the information on AAA-162 reports. They will also identify any finance, pay and strength discrepancies and either make corrections in eMILPO or send to servicing finance activity. Upon completion of the reconciliation, the unit will complete the PAI Metrics, located at Annex H, and attach a copy to the completed PAI (AAA-162).

5. Units and activities that are geographically separated from their parent units, will conduct local PAIs and provide information to their parent units and their servicing PAS, if the parent is not located in Europe, or in the deployed theater. Commanders may delegate the conduct of a PAI to the senior Army person at the separated location. The parent unit will consolidate all reports from these locations for processing through their supporting Personnel Automation Section (PAS).

6. All units departing the home or mobilization station during 15-30 April 2005 are authorized to conduct a PAI beginning 3 Apr 2005. Deployed units returning to a home or mobilization station during 15-30 April 2005 are also authorized to conduct a PAI beginning 3 Apr 2005. Commanders will ensure that units conduct a PAI and results are recorded according to the procedures in this OPORD. Coordination between units, mobilization coordinators, and PAS is essential to ensure that all corrections and updates are recorded in eMILPO before units depart or arrive.

7. Units conducting a normally scheduled PAI during this timeframe, such as change-of-command PAIs, will use the procedures in this OPORD. Units conducting a regularly scheduled PAI prior to this timeframe must also conduct this annual PAI.

8. All Unit Identification's (UICs, including derivative UICs) must be registered in the Army Status of Resources and Training System (ASORTS). Each major subordinate command (MSC) will coordinate with the supporting Unit Identification Information Officer (UICIO) to ensure all supported units are registered and associated with the correct Personnel Information System (PERSINS) processing activity (PPA).

9. Reserve and National Guard units mobilizing with duty not in a deployed theater such as Kosovo Forces (KFOR) or Task Force Dayton must have access to eMILPO and personnel who are trained in eMILPO and who have active accounts and passwords. Commanders will ensure they have enough trained clerks who have access and are capable of printing unit AAA-162 reports. Supporting PAS or TPAS may be contacted for help in getting eMILPO access.

10. It is critical that every unit reconcile their AAA-162 and update eMILPO prior to the start of the PAI. This will reduce the problems and help ensure and smooth a successful PAI.

11. Units will account for all assigned and attached Soldiers during the PAI including all Soldiers not present at the muster formation. Categories of such include, but are not limited to: hospitalized, leave, TDY, AWOL, confined, pass, permissive TDY, sick in quarters, missing, and performing essential duties.

12. Units will ensure all duty-status information is documented properly and reported in eMILPO. All actions involving Soldiers who failed to report on the date directed in orders, are AWOL, or are in civilian confinement, will be processed according to AR 630-10. Commanders will inform servicing finance offices of changes affecting both Soldier accountability and pay status. Unit commanders will not submit documents to suspend or terminate a Soldier's pay without conducting the required research and preparing supporting documentation.

13. All Active Component (AC) and mobilized Reserve Component (RC) Soldiers must be in eMILPO. If a Soldier is not in eMILPO, this must be reported immediately to the Personnel Automation Section (PAS).

14. The Theater PAS Team Chief is the final PAI approval authority for the directed Army-wide PAI.

15. All commanders must validate each Soldier's name, SSN, rank, and date of rank. Units will use Soldier's ID Cards and other available documents to validate this data. All units must document changes and update eMILPO. For active component Soldiers, the commander must also validate the Deployment Non-availability Status and Reason. Unit Commander's will place special emphasis on validating the non-availability reason and status code on the AAA-162 and ensure this is updated in eMILPO. This is critical for correct Unit Status Reporting (USR) requirements, as well as being the primary means for assignment managers to identify Soldier's not available for reassignment, and update to their assignment eligibility and availability (AEA).

16. All units, both AC and mobilized/federalized RC units that do not have access to eMILPO, must request a AAA-162 from their supporting PAS or DA Theater PAS team for deployed units.

17. Commands and activities assigned to other MACOMs and Army elements of the Joint Staff, and who are supported by the local PPA (PERSINS Processing Activity), are required to cooperate with both the local commander and the PAS Chief to whom their UIC is registered and provide any documentation requested to ensure accurate personnel accounting and strength reporting for their units.

18. Caution, there are UICs that have personnel assigned, but do not operate or report as a unit. For example, the 7UT UIC series have no unit commanders and do not operate or report as UICs. The installation or appointed commander must identify these UICs and ensure personnel are accounted for, and AAA-162s completed.

19. All unit commanders and S1s must have visibility of the UICs under their control. All S1s must ensure they and their clerks have access (training, accounts, and passwords) to eMILPO and that all UICs under their hierarchy are visible to them in eMILPO.

20. Units will reconcile the AAA-162 and enter all changes into eMILPO. Enter all strength related transactions such as departures, arrivals, attachments, release from attachments, duty status changes, return from dropped from rolls/dropped from strength (DFR/DFS), releases from active duty, separations, RC federalization/mobilizations, and revocations. Annotate any attempts to enter data into eMILPO that the system rejected for any reason, and state the reason. (Enter a paragraph on the measures taken to use the new trouble ticket system.)

21. Units are required to submit metrics using the PAI collaboration site on selected data elements collected during the PAI. These metrics include: number of finance discrepancies corrected (getting paid but not on active duty, on active duty but not getting paid, and theater entitlement discrepancies) for all Soldiers. The metrics also includes the number of strength related discrepancies corrected (e.g., arrivals, losses, dropped from rolls, attachments, and release from attachments) for all Soldiers, as well as the number of grade changes input for AC Soldiers only. Metrics should include those actions which were corrected as a result of either the PAI, pre-PAI actions, or the PAI reconciliation following the actual PAI.

ANNEX E (GARRISON AND REAR DETACHMENT PAI PROCEDURES) TO HQ USAREUR/7A OPORD 0003-05

1. Unit Commander. Arrange to conduct the personnel asset inventory (PAI) (date, time, place). Notify the S1.

2. Major subordinate command (MSC). Provide point of contact (POC) information for the PAI to ronald.lester@hq.1perscom.army.mil, sarah.schroeder@hq.1perscom.army.mil or robert.thomas@hq.1perscom.army.mil.

3. Battalion or Rear Detachment Commanders. Provide a copy of this OPORD to deployed elements of their command.

4. S1. Ensure all units have a copy of AAA-162 and AAA-342 six (6) days prior to the PAI dates in order to reconcile data.

5. Unit Commander. At least five (5) days prior to the start of the PAI will reconcile the AAA-162, AAA-342 and UCFR ensuring all information is current and correct. Identify discrepancies, annotate the reports and complete the PAI Metrics (Annex H) once corrections have been made prior to the PAI. Once the reconciliation of the AAA-162 is completed it will be returned to the S1. UCFR will be forwarded to the supporting finance activity.

6. S1. Identify all discrepancies on the AAA-162 and make necessary corrections to eMILPO before the PAI. S1 is responsible for researching pending-gain Soldiers who are past their report dates and for taking action according to AR 600-8-6 and AR 630-10. Commanders must report all absent-without-leave (AWOL) Soldiers to the servicing finance offices within 48 hours after determining the Soldiers are AWOL.

7. S1. On the day before or just before the PAI, print another AAA-162 and AAA-342 that includes all changes made (para 5). The report should be as accurate as possible. Provide the report to the unit commander.

8. S1. Will send representatives from their office to conduct the PAI with the commander. Verify each Soldier's name, SSN, and pay grade, with the AAA-162 report, the Soldier's ID card, and the Soldier. Give extra attention to verifying the correct spelling of names and correct SSNs.

9. Unit commander. Conduct PAI on the scheduled day. Use the AAA-162 and AAA-342 reports, Soldier ID cards, and other available documents to verify or reconcile the following data elements: name, social security number (SSN), pay grade, unit identification (UIC), sex, component, service branch, duty military occupational specialty (DMOS), arrival date, record status and citizenship. Make corrections on the AAA-162 and attach appropriate supporting documents as needed.

10. Unit Commander. Will validate the non-availability found on the AAA-162 for AC Soldiers annotate the AAA-162 to help insure correct USR reporting and assignment consideration. The Commander will also verify the duty status of each Soldier not physically present at the PAI. Using the AAA-342 the commander will verify the Record Status Indicator ensuring it is correct. The three most important are RECSTA G for AC Soldiers, Recalled retirees, and Soldiers on Extended Active Duty (EAD), RECSTA 8 for Federalized/mobilized Soldiers and RECSTA 7 for RC temporary duty Soldiers, such as those attached for 30 days or more for training, Active Duty for Special Work (ADSW), AGR Title 10 and 32, and Temporary Tour of Active Duty for 30 days or more.

11. Unit Commander. The Commander will then sign the AAA-162 report and send it along with the updated PAI Metrics to their S1 for eMILPO update.

12. S1. Enter all changes into eMILPO from the commander's annotated AAA-162 report (para 7 and 8). Verify all supporting documents. Coordinate with the local transition center and Personnel Automation Section (PAS) to ensure separation actions are reported correctly. Prepare required documents and coordinate with the supporting PAS for changes not permitted at the S1 level. Print a new AAA-162 report. Attach the old and new AAA-162 reports with any applicable AAA-165 reports and PAI Metrics for the commander's review. On the bottom of the new AAA-162 report, add the following statement above the Battalion Commander's signature block: "*I verify that a PAI was conducted on (date) and that the information on this report is complete and accurate.*"

13. Separate Unit Commander. If the Unit belongs to any MACOM listed in Annex A para 4 and 5 a copy of the completed AAA-162 will be forwarded to both their MACOM and their supporting PAS.

14. Battalion or Rear Detachment Battalion Commander. Verify and sign the AAA-162 reports. If element of the unit are deployed the Rear Detachment Commander will receive and consolidate the deployed Unit's AAA-162 and AAA-342, and send a complete report to the supporting PAS.

15 PAS. Review PAI reports. Ensure all changes appear in the eMILPO database and attach all required documentation. Take corrective action as needed. Ensure all AAA-162 reports are verified. Ensure results of the received PAI Metrics discrepancies numbers are transferred to the PAI Metrics (Annex H). Every weekday morning beginning 18 Apr 05 a copy of the PAI Metrics will be sent electronically to a member of the Theater PAS Team (OPORD Para 5b). Return the completed PAI reports to the S1. Notify the TPAS of errors the PAS cannot fix via email at emilpo@hq.1perscom.army.mil. Report all issues that cannot be resolved to the TPAS.

16 S1. File the PAI packet under Army Records Information Management System (ARIMS) file number 680-31a.

17 USAREUR G1. Certify and report PAI completion status by 15 June 2005 to the United States Army Human Resources Command. Send an updated status report each week after 15 June until all assigned units have completed a PAI.

18 Unit commanders. Annotate any new unit, pay, and personnel data discrepancies on the most recent Unit Commanders' Finance Report (UCFR) and authenticate the report according to UCFR procedures. Document all corrections and send the UCFR to the serving finance office to ensure Soldiers receive their authorized entitlements.

19 PAS. Ensure that both a DD Form 93 (Record of Emergency Data) and Service members' Group Life Insurance form (SGLV) is prepared for every Soldier added to the eMILPO database during the PAI.

ANNEX F (DEPLOYED UNIT PAI PROCEDURES) TO HQ USAREUR/7A OPORD 0003-05

1. Unit Commander. Arrange to conduct the personnel asset inventory (PAI) (date, time, place). Notify the S1.

2. S1. Ensure all units have a copy of AAA-162 and AAA-342 at least six (6) days prior to the PAI dates in order to reconcile data. If a copy of the AAA-162 and AAA-342 cannot be printed at the deployed location the unit can contact the DA Theater PAS Team via email at theaterPAIHelp@arifjan.arcent.army.mil who will provide a copy of the report.

3. Unit Commander. At least five (5) days prior to the start of the PAI will reconcile the AAA-162, AAA-342, and UCFR ensuring all information is current and correct. Identify discrepancies, annotate the reports and complete the PAI Metrics (Annex H) once corrections are known to have been made prior to the PAI. Once the reconciliation of the AAA-162 is completed it will be returned to the S1. UCFR will be forwarded to the supporting finance activity.

4. S1. Identify all discrepancies on the AAA-162 along with AAA-342 and make necessary corrections to eMILPO before the PAI. S1 is responsible for researching pending-gain Soldiers who are past their report dates and for taking action according to AR 600-8-6 and AR 630-10. Commanders must report all AWOL Soldiers to the servicing finance offices within 48 hours after determining the Soldiers are AWOL.

5. S1. On the day before or just before the PAI, print another AAA-162 and AAA-342 that include all changes made (para 5). The reports should be as accurate as possible. Provide the reports to the unit commander.

6. S1. Send representatives from their office to conduct the PAI with the commander if feasible. Verify each Soldier's name, SSN, and pay grade with the AAA-162 report, the Soldier's ID card, and the Soldier. Give extra attention to verifying the correct spelling of names and correct SSNs.

7. Unit commander. Conduct PAI on the scheduled day. Use the AAA-162 and AAA-342 reports, Soldier ID cards, and other available documents to verify or reconcile the following data elements: name, social security number (SSN), pay grade, unit identification (UIC), sex, component, service branch, duty military occupational specialty (DMOS), arrival date, record status and citizenship. Make corrections on the AAA-162 and attach appropriate supporting documents as needed.

8. Unit Commander. Will validate the non-availability found on the AAA-162 for AC Soldiers, and annotate the AAA-162 to help insure correct USR reporting and assignment consideration. The Commander will also verify the duty status of each Soldier not physically present at the PAI. Using the AAA-342 the commander will verify the Record Status Indicator ensuring it is correct. The three most important are RECSTA G for AC Soldiers, Recalled retirees, and Soldiers on Extended Active Duty (EAD), RECSTA 8 for Federalized/mobilized Soldiers and RECSTA 7 for RC temporary duty Soldiers, such as those attached for 30 days or more for training, Active Duty for Special Work (ADSW), AGR Title 10 and 32, and Temporary Tour of Active Duty for 30 days or more.

9. Unit Commander. The Commander will then sign the AAA-162 report and send it along with the PAI Metrics, if new discrepancies are found, to their S1 for eMILPO update.

10. S1. Enter all changes into eMILPO from the commander's annotated AAA-162 report (para 7 and 8). Verify all supporting documents. Coordinate with the local transition center and Personnel Automation Section (PAS) to ensure separation actions are reported correctly. Prepare required documents and coordinate with the supporting PAS for changes not permitted at the S1 level. Print a new AAA-162 report. Attach the old and new AAA-162 reports with any applicable AAA-165 reports and PAI Metrics for the commander's review. On the

bottom of the new AAA-162 report, add the following statement above the Battalion Commander's signature block: "*I verify that a PAI was conducted on (date) and that the information on this report is complete and accurate.*"

11. Separate Unit Commander. If the unit belongs to any MACOM listed in Annex A, para 4 and 5 and whose home station is in the European Theater send the complete report to their Battalion Commander for their signature. An electronically certified copy will also be sent to the rear detachment for consolidation and verification. Additionally a certified copy will also be sent to the DA TPAS and supporting PAS.

12. Battalion or Rear Detachment Commander. Verify and sign the AAA-162 reports. If elements of the unit are deployed, the Rear Detachment Commander will receive and consolidate the deployed Unit's AAA-162 and AAA-342 and send a complete report to the supporting PAS.

13. PAS. Review PAI reports. Ensure all changes appear in the eMILPO database and attach all required documentation. Take corrective action as needed. Ensure all AAA-162 reports are verified. Ensure results of the received PAI Metrics discrepancies numbers are transferred to the PAI Metrics (Annex H). Every weekday morning beginning 18 Apr 05 a copy of the PAI Metrics will be sent electronically to a member of the Theater PAS Team (OPORD Para 5b). Return the completed PAI reports to the S1. Notify the TPAS of errors the PAS cannot fix via email at emilpo@hq.1perscom.army.mil. Report all issues that cannot be resolved to the TPAS.

14. S1. File the PAI packet under Army Records Information Management System (ARIMS) file number 680-31a.

15. USAREUR G1. Certify and report PAI completion status by 15 June 2005 to the United States Army Human Resources Command. Send an updated status report each week after 15 June until all assigned units have completed a PAI.

16. Unit commanders. Annotate unit, pay, and personnel data discrepancies on the most recent Unit Commanders' Finance Report (UCFR) and authenticate the report according to UCFR procedures. Document all corrections and send the UCFR to the serving finance office to ensure Soldiers receive their authorized entitlements.

17. PAS. Ensure that both a DD Form 93 (Record of Emergency Data) and Service members' Group Life Insurance form (SGLV) is prepared for every Soldier added to the eMILPO database during the PAI.

ANNEX G (EXECUTION GUIDANCE) TO HQ USAREUR/7A OPORD 0003-05

1. Conduct a reconciliation of the AAA-162, AAA-342, UCFR prior to PAI dates of 15-30 April 2005.

2. Conduct a muster formation to conduct the PAI and validate selected personnel data. No exemptions from the PAI are authorized.

3. Ensure Soldiers have current casualty documents (DD Form 93 (Record of Emergency Data) and SGLV Form 8286 (Service members' Group Life Insurance Election and Certificate)) on file.

4. Reconcile Unit Commanders' Finance Reports (UCFRs).

5. Complete PAI Metrics.

6. Deployed units will coordinate with rear detachments for consolidated PAI completion.

7. USAREUR Specialized and other Commands (annex A, para 4 and 5) will:

    a. Follow the guidance prescribed by their major Army command (MACOM) and this OPORDER.

    b. Make eMILPO entries according to current procedures and systems.

    8. Major subordinate command (MSC) commanders (annex A, para 1) will ensure PAIs are completed and report completion status to the Theater PAS Team by 30 April 2005.

UIC INFO				Finance			Strength		
UIC	PPA	ASGN	ATCH	Getting paid not on Active Duty	Active Duty but not getting paid	Theater Entitlement discrepencies	Arrival/ Loss/ DFR	Attachment/ RATH	Grade Change (AC Only)